

THE AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 REPORTING REQUIREMENTS

Monthly Employment Report (Form FHWA-1589):

This form is to be used on all projects completely or partially funded under ARRA. Monthly employment information is used by States to meet the reporting requirements of Sections 1201 and 1512 of ARRA.

The Prime Contractor/Consultant is required to provide the employment information on Form FHWA-1589 for his employees and the employees of all subcontractors/subconsultants. The contractor/consultant shall report this data on a monthly basis by the tenth day of the month to the Engineer electronically utilizing the MS-Excel version found at <http://www.dotd.la.gov/arra>.

The Construction Engineering & Inspection (CE&I) Consultant, if utilized on the project, is required to provide the employment information on Form FHWA-1589 for his employees and the employees of all subconsultants. For such projects, they shall have the responsibilities as listed herein for the “Engineer”.

The Engineer shall report all collected employment data on a monthly basis by the fifteenth day of the month to DOTD Headquarters by e-mail to ARRA_Reports@la.gov.

Coding Instructions:

Box 1, Report Month. In the format *mm/yyyy*, where *mm* is the number of the month and *yyyy* the number of the year (e.g., May 2009 is coded as 05/2009).

Box 2, Contracting Agency. “State” for LA DOTD projects or enter the name of the contracting agency (other State agency, Federal agency, tribe, MPO, city, county or other funding recipient).

Box 3, Federal-aid project number. As assigned for the project and found on the plans.

Box 4, State project number. As assigned for the project and found on the plans.

Box 5, Project location. “Louisiana”

Box 6, Contractor/Consultant name and address. Including name, address, city, state and zip code of the contractor/consultant.

Box 7, Contractor DUNS number. Unique nine-digit number assigned by Dun & Bradstreet, including optional four-digit DUNS Plus number. Reported in format “123456789.1234”.

Box 8, Employment data. The Prime Contractor/Consultant will report only direct, on-the-project jobs for their workforce and the workforce of their subcontractors/subconsultants active during the reporting month. The data required are the number of employees, total hours worked and total payroll for the Prime Contractor/Consultant and each subcontractor/subconsultant actively

engaged in work on the jobsite, in the project office, in the home office or telework from home or other alternative office location. This includes engineering personnel, inspectors, sampling and testing technicians and laboratory technicians performing work directly in support of the project. This does not include material suppliers such as steel, culverts, guardrail and tool suppliers. The Engineer will review the contractor/consultant submittal for reasonableness. The form specifically requests:

- a) Subcontractor name – the name of each subcontractor/subconsultant that was active on the project on the project for the reporting month.
- b) Employees – the number of employees on the contractor's workforce for that month, and the number of project employees for each of the active subcontractors/subconsultants for the reporting month. Do not include material suppliers. Total field at bottom and report as a whole number.
- c) Hours – the total number of hours for all employees reported on the project on the contractor's/consultant's workforce for that month, and the total hours for all employees reported for each active subcontractor/subconsultant for that month. Total field at bottom and report as a whole number.
- d) Payroll – the total dollar amount of wages paid by the contractor/consultant that month for employees on the project and the total dollar amount of wages paid by each active subcontractor/ subconsultant that month. Payroll includes wages and does not include overhead or indirect costs. Total at bottom and round to the nearest whole dollar and report as a whole number.

Box 9, Prepared by. Name and title of the person responsible for preparation of the form. By completing the form, this person certifies that they are knowledgeable of the hours worked and employment status for all the employees. Contractors/Consultants and subcontractors/subconsultants are responsible to maintain data to support the employment information found on the form and make it available to the Engineer upon request. The Date is the date which the contractor completed the employment form, reported as *mm/dd/yyyy* where *mm* is the number of the month, *dd* is the day of the month, and *yyyy* is the year (e.g., December 25, 2009 is coded as 12/25/2009).